

01-02-01

A

Two CR-2Am

Docket No.: M-8857 US

December 29, 2000

SKJERVEN  
MORRILL  
MACPHERSON LLP

Box Patent Application  
Commissioner For Patents  
Washington, D. C. 20231

Enclosed herewith for filing is a patent application, as follows:

Inventors: Zhu, Min; Zhao, Bin

Title: "Distributed Meeting Management"

- X Return Receipt Postcard
- X This Transmittal Letter (in duplicate) (2 pages);
- 34 Page Specification(not including claims)
- 1 Page Appendix A
- 6 Pages Of Claims
- 1 Page Abstract
- 27 Sheets of Drawings (Figures 1A, 1B, 2A, 2B, 3, 4A, 4B, 4C, 5, 6, 7, 8, 9, 10, 11, 12, 13A, 13B, 13C, 14, 15, 16A, 16B, 17, 18A, 18B, 18C-1, 18C-2, 18C-3, 19A, 19B, 20A, 20B, and 20C);
- 2 Compact discs in IBM-PC format and compatible with MS-Windows. A list attached as part of this transmittal letter includes the names, sizes, and creation dates of the files on the compact disks.
- 2 Page Unexecuted Declaration For Patent Application and Power of Attorney

**CLAIMS AS FILED**

For	Number Filed		Number Extra		Rate		Basic Fee
Total Claims	24	-20 =	4	x	\$ 18.00	=	\$ 72.00
Independent Claims	4	-3 =	1	x	\$80	=	\$ 80.00
<input type="checkbox"/> Fee of _____ for the first filing of one or more multiple dependent claims per application							\$
<input type="checkbox"/> Fee for Request for Extension of Time							\$

Please make the following charges to Deposit Account 19-2386:

- ☒ Total fee for filing the patent application in the amount of \$ 862.00
- ☒ The Commissioner is hereby authorized to charge any additional fees which may be required, or credit any overpayment to Deposit Account 19-2386.

**EXPRESS MAIL LABEL NO:**

**EL 487 696 115 US**

Respectfully submitted,

*Paul E. Lewkowicz*

Paul E. Lewkowicz  
Attorney for Applicants  
Reg. No. 44,870